



**City of Sedona, Arizona
Consultant Information
Request Form**

FY 19/20

The City of Sedona, Arizona is updating the list of consultants it developed in accordance with the provisions of ARS 34-103. The City plans to update the list once each fiscal year. Since you are currently on the list, you are receiving this reminder to reapply. Consultants may be added to the list throughout the year.

Various City departments may use the list in determining which consultants will be approached in sole solicitations, and when issuing requests for interest and project specific qualifications for various projects.

The City's form is based on federal Standard Form 330. It is a fillable pdf form located on the City's web page (www.sedonaaz.gov) - under the category of Business/Doing Business/Bids and RFPs. If you have a full version of Adobe, you will be able to fill in your information and save the form. If you do not have a full version, after you have filled in your information, you can print to pdf and then save the document; however, you will not be able to revise it. You can either e-mail your form to Charlene Penfold at cpenfold@sedonaaz.gov or mail it to her attention at 102 Roadrunner Drive, Sedona, AZ 86336. For further information, you may contact Charlene at (928) 204-7111. Please use City coding when appropriate, since in evaluating qualifications, these are generally given more weight than the general federal categories.

Please note that the submittal may include project statements based on the FY19/20 Anticipated Project list. Consultants responding to the Consultant Information Request Form may submit one-half (1/2) page statements (up to two (2) statements per page – 10 point type minimum, 1" margins minimum) explaining why they should receive consideration for a project based upon what is contained in the Consultant Information Request Form. This will aid review committee members, or divisions planning to use the sole-source-negotiated contract approach, as they review the forms looking for consultants to perform work for a specific list project or similar projects. Consultants may present statements for as many or as few projects as they wish.